

RULES OF ENGAGEMENT FOR FOCUS GROUP SESSIONS

PVAMU has a rich legacy that deserves to be preserved. It also has a rich future that is unfurling before us. Preparing the University now, laying the groundwork for greater growth and quality is a responsibility of each employee but is even more the responsibility of the leaders at every level. Five years is short time in the University's life but that is why we should not allow time to pass without our having been as deliberate as we can be in setting the course for positive change. We are the ones who shape the destiny of the little school founded on the Alta Vista Plantation but that, in the words of the late Dr. George Ruble Woolfolk, moved from being a "meandering stream to a purposeful river."

Role of Focus Group Facilitators:

- Set a tone that engenders a positive, non-threatening environment
- Appoint a Recorder and a Time Keeper
- Keep the group focused on the task at hand and invite persons who do not want to end discussion of an item to forward additional points to the Facilitator. Names will not be identified with any content whether from the focus group conversations or from submissions after the summit.
- During lunch, assign a member of the group to provide the highlights of any context or preface provided at the beginning of items on the "Thinking and Responding" work sheets. This will save time and avoid unnecessary delays in getting to the assignments.
- Call for assistance from floor monitors if clarification is needed.
- Ensure that the summit evaluation forms are completed, folded and left in the middle of the table or given to one of the staff who will be circulating in the area
- Remain available to participate in post-summit sessions

Role of the Recorder:

- Ensure that all participants have summit materials
- For each segment of the Summit Conversation, record the responses that reflect the dominant position of the group.
- Prepare a summary report from the group on each assignment and submit the summary report electronically by April 28, 2015 to Mrs. Nefeteria Raouf-Broussard at OFIA@PVAMU.EDU
- She can be reached at Ext. 2219.

Role of the Time Keeper:

- Work with the facilitator to determine how much time is available for the work session assignment to be completed. This could mean making a decision to prioritize the parts of an assignment so that there is no chance that the group's best effort will not have been put forth.

Role of the Group Members:

- Listen! It is as important as speaking where communication is to be effective.
- Share your thoughts in a way that does not inflict psychological damage on your colleagues or supervisors; do not use this as a forum to vent anger, frustration, resentment or hostility.
- Respect others by not interrupting rudely